



Alcorn

WHERE KNOWLEDGE AND CHARACTER MATTER

Student Employment Handbook Acknowledgement

I acknowledge that I have read the Student Employment Handbook and understand it is my responsibility to comply with the policies contained within. I understand that failure to comply with the policies, rules, and procedure outlined in the Student Employment Handbook may result in the termination of my employment.

I also understand that as a student employee at Alcorn State University it is my responsibility to submit my student employment hiring paperwork before working any hours and to submit my timesheet before the payroll deadline. Failure to do so may result in the termination of my employment.

Finally, I understand that the policies, rules, and procedures described in the Student Employment Handbook are subject to change and may be revised at any time.

Please return a signed copy by email to sec@alcorn.edu along with your student employment packet before beginning work.

Student Printed Name

A#

Student Signature

Date

EEO Statement:

Alcorn State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other factors prohibited by law in any of its educational programs, activities, services, admissions, or employment practices.